

From: Executive Director
Sent: Friday, October 12, 2007 11:01 AM
To: +All HQ Employees
Subject: Important Building Update

Plan for Inspection/Retrieval of Legal Department Documents and Laptops

The locker room on the first floor of the 450 N Street garage is going to be used beginning this afternoon as a drop off point for BOE materials.

Therefore, the locker room will be closed and employees will not be allowed access from 1:00 p.m. today, Friday, October 12, 2007 until further notice.

Legal Department employees with files, boxes or laptops that were taken from 450 N Street should bring those items back to the locker room at 450 N Street between 1:00 p.m. and 5:00 p.m., today, October 12, 2007, for inspection by industrial hygienists.

These items should be brought to the first floor of the garage for drop off, inventory and preparation for inspection. Jeff Vest will accept files, boxes and laptops at the locker room where they will be secured for inspection.

If you have such items in your possession, and are unable to drop them off between 1:00 and 5:00 p.m. today, please call Jeff Vest at 799-1575 or Greg Day at 201-6486 to arrange for drop off of materials.

Items will be taken to FTB on a flow basis for retrieval by employees as early as Monday.